# **Annex A – Terms of reference and technical offer form**

1. **Information**

Bidders are encouraged to use the technical form for the submission to facility the evaluation of the technical offers and assess if the company has the minimum required.

Plan International is an independent development and humanitarian organization that advances children’s rights and equality for girls.

Plan International Ukraine seeks to contract the services of qualified interpreters and document translators under Long Term Frame Agreement(s) for 1 year with the possibility of extending for 1 more year (total 2 years).

The contracting company will keep Fixed prices during Long Term Agreement period of 2 years, with possibility of price revision not earlier than 6 months after the contract signing.

For services outside of Kyiv, the company is expected to contract a roster of qualified interpreters who reside close to/ or are mobile and can respond on short notice at the required location.

The contracting company will ensure the quality and professionalism to carry out the work to a high level of accuracy and confidentiality.

Tender:

Description: Interpretation and Translation Services for Plan International Ukraine

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Focal point from the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part 1 Company technical requirement: (Pass/Fail criteria)**

|  |  |  |
| --- | --- | --- |
| **Company Structure and Experience** | **YES/NO** | **Please attach to this form all the relevant documentation that proves your expertise and compliance with the requirements.** |
| Copy of company registration certificate, tax certificate and financial statements/audit reports for the last 3 years |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to provide Interpretation and Translation services in Ukraine, including company size and brochure of the company |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to maintain a roster of interpreters and provide services both in Kyiv and outside |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Minimum 3 years of experience in the market providing Interpretation and Translation services |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Provision of clientele list with minimum of 3 references, confirming satisfactory service delivery and among which at least 1 is from a similar international corporate client or institution |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Ability to designate experienced staff members to handle all Plan International requests for interpretation with CVs attached |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Acknowledged Plan International Data protection clause |  | *To be submitted together with this form and submitted via email as per the tender information.* |
| Completed and signed Vendor Registration Form |  | *To be submitted together with this form and submitted via email as per the tender information.* |

**PROVISION OF SERVICES**

The following translation services are being requested:

1. Consecutive, simultaneous and whispered simultaneous interpretation; · English-Ukrainian and vice-versa

2. Written translation, including basic spellchecking and proofreading: · English-Ukrainian and vice-versa

3. Desktop publishing services – for complex graphic documents where such operations as scanning, image processing, page layout, graphic design are required to ensure the original document format is followed in the target document.

4. Providing equipment and technical support for translation services.

Agreed rules for text quantification:

a. Editable electronic documents (Power Point \*.ppt, Word \*.doc(x), Rich Text Format \*.rtf, Excel \*.xls(s), Notepad \*.txt, InDesign \*.indd, HyperText Markup Language \*.html) will be quantified and processed based on the standard **1,800 characters conventional page (without spaces**) in the source document, including textboxes, footnotes, and endnotes of source text.

b. The text contained in source non-editable electronic documents such as scanned Adobe PDF files, image files, other non-editable file formats which require document recognition and conversion into editable formats before translating, will be quantified for invoicing purposes based on the standard 1,800 characters conventional page (without spaces) in the target (translated) document, including textboxes, footnotes and endnotes of source text.

c. DTP fees, if any, will be quantified and agreed upon following the order placement, based on the proposed per-page DTP services fee. Agreed reference term order execution: - 48 hours (equivalent to two working days) for the orders up to 8 pages; - for larger orders, the term of execution shall be agreed upon by parties considering the specific characteristics of the text, degree of complexity of graphic elements and other execution related aspects. No cancellation fees will be applied by Providers.

Payments will be done via bank transfer within 30 calendar days after acceptance of the services, and delivery of the following payment documents to the requesting unit:

- original signed and stamped itemized invoice

- fiscal bill

- any other relevant documents, if any.

Date of submission:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_